












## 2012 FVAP Voting Action Plan

### Important Dates for Voting Assistance Officers

<b>NOVEMBER</b> 15	<b>Order Supplies</b>	New Voting Assistance Guides, FPCAs, FWABs, brochures and motivational posters are available through GSA. This is an ongoing task for all VAOs. Order your forms through proper channels; <a href="http://www.fvap.gov/vao/order.html">http://www.fvap.gov/vao/order.html</a>
<b>JANUARY</b> 2	<b>Command Emphasis Campaign</b>	Release Voting Awareness/Emphasis messages via Commanders, Base Newspapers, electronic mail, etc. Messages may be obtained by VAOs through their SVAO/FVAP.
<b>JANUARY</b> 11	<b>FVAP Email Blast</b>	FVAP will be sending an email to all Uniformed Service members with active email addresses. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA.
<b>JANUARY</b> 15	<b>Distribute FPCAs to UOCAVA voters</b>	Deadline for VAOs to distribute FPCAs to all UOCAVA voters and encourage them to complete and submit to their local election official to apply to register or to request an absentee ballot for all elections in 2012.
<b>JANUARY</b> 16	<b>Measures of Effect and Performance</b>	Deadline for SVAOs to submit metrics to FVAP. VAOs and Installation Voting Assistance Office staff should submit metrics in the format and by the deadline requested by their SVAO.
<b>FEBRUARY</b> 5	<b>Super Bowl Challenge</b>	FVAP will be airing public service announcements during the Super Bowl on AFN. Host a voter registration drive or hang voting posters around your base Super Bowl Party. Send photos to FVAP.
<b>MARCH</b> 6	<b>FVAP Email Blast</b>	FVAP will be sending an email to all Uniformed Service members with active email addresses from March 6-8. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA.
<b>APRIL</b> 16	<b>Measures of Effect and Performance</b>	Deadline for SVAOs to submit metrics to FVAP. VAOs and Installation Voting Assistance Office staff should submit metrics in the format and by the deadline requested by their SVAO.
<b>JUNE</b> 28	<b>Armed Forces Voters Week and Overseas Citizens Voters Week</b>	VAOs should plan and participate in Voting Emphasis Week (June 28-July 7, 2012) activities to encourage eligible citizens to apply to register to vote and request an absentee ballot. VAOs are encouraged to plan events around installation 4 <sup>th</sup> of July activities. Invite Families!
<b>JULY</b> 2	<b>Command Emphasis Campaign</b>	Release Voting Awareness/Emphasis messages via Commanders, Base Newspapers, electronic mail, etc. Messages may be obtained by VAOs through their SVAO/FVAP. Campaign should run in coordination with the Voting Emphasis Week.

	<b>FVAP Email Blast</b>	FVAP will be sending an email to all Uniformed Service members with active email addresses from July 10-12. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA now.
	<b>Distribute FPCAs to UOCAVA voters</b>	Deadline for VAOs to distribute the FPCA to UOCAVA voters they assist and encourage them to complete and submit to their local election official to apply to register and/or request an absentee ballot for the 2012 General Election.
	<b>Measures of Effect and Performance</b>	Deadline for SVAOs to submit metrics to FVAP. VAOs and Installation Voting Assistance Office staff should submit metrics in the format and by the deadline requested by their SVAO.
	<b>FVAP Email Blast</b>	FVAP will be sending an email to all Uniformed Service members with active email addresses from August 7-9. This email will remind them that the November election is 90 days away.
	<b>FVAP Email Blast</b>	FVAP will be sending an email to all Uniformed Service members with active email addresses from September 4-6. This email will remind them that the November election is 60 days away.
	<b>Ballot Mailing Deadline</b>	Deadline for States to send absentee ballots to UOCAVA voters. Voters should begin checking their mail boxes and email for their ballot. Vote and return your ballot upon receiving it.
	<b>Absentee Voting Week</b>	VAOs should encourage all absentee voters to complete and return their absentee ballot. Absentee Voting Week runs from September 27- October 4, 2012.
	<b>Command Emphasis Campaign</b>	Release Voting Awareness/Emphasis messages via Commanders, Base Newspapers, electronic mail, etc. Messages may be obtained by VAOs through their SVAO/FVAP. Campaign should run in coordination with the Voting Emphasis Week.
	<b>FVAP Email Blast</b>	FVAP will be sending an email to all Uniformed Service members with active email addresses from October 2-4. This email will remind them that the November election is 30 days away.
	<b>Recommended Mailing Dates</b>	Voters in Iraq, Afghanistan, ships at sea, and other overseas locations without access to the military postal system should send voted ballots in now so they arrive in time to be counted.
	<b>30 days before Election Day</b>	VAOs should encourage voters who have not received their requested absentee ballots to complete and submit the FWAB.

<b>OCTOBER</b> 13	<b>Recommended Mailing Dates</b>	Voters in overseas military installations with access to the military postal system should send voted ballots in now so they arrive in time to be counted.
<b>OCTOBER</b> 15	<b>Measures of Effect and Performance</b>	Deadline for SVAOs to submit metrics to FVAP. VAOs and Installation Voting Assistance Office staff should submit metrics in the format and by the deadline requested by their SVAO.
<b>OCTOBER</b> 22	<b>15 days before Election Day</b>	VAOs should stress to voters to complete and return their absentee ballot. If voters have not received their requested absentee ballots, VAOs should encourage them to complete and submit the FWAB.
<b>OCTOBER</b> 29	<b>Recommended Mailing Dates</b>	Stateside Uniformed Service members and their families should send voted ballots in now so they arrive in time to be counted.
<b>NOVEMBER</b> 6	<b>Election Day</b>	VAOs should encourage local voters to go to their polling place and vote.
<b>NOVEMBER</b> 7	<b>Post-Election Surveys</b>	Participate in and support the surveys as required by the Director, FVAP.
<b>JANUARY</b> 15	<b>After Action Reports</b>	All After Action Reports must be submitted to FVAP. VAOs should submit AARs in the format requested by their SVAO.

<b>Ongoing Tasks</b>	
<b>Directory Information</b>	The Major Command and Installation Voting Assistance Officers must maintain a directory of all local unit VAOs containing names, email addresses and office telephone numbers. This directory must be updated at least quarterly.
<b>Website Information</b>	Provide the name, mailing address, e-mail and office telephone number of Installation Voting Assistance Office and Installation Voting Assistance Officers on the installation website.
<b>Public Affairs</b>	VAOs must work with PAO to publicize primary elections and inform military personnel and their family members of their right to vote. Voting outreach efforts should be incorporated into military and family appreciation events such as air shows and open houses.
<b>Training</b>	Voting Assistance Officers must attend a training workshop or complete online training prior to assuming the duties as the VAO. More information regarding in person and online training can be found at <a href="http://www.fvap.gov/vao/training.html">http://www.fvap.gov/vao/training.html</a> .
<b>Voter Support</b>	VAOs should make time in their schedules to help voters fill out Federal Postcard Applications or use the online wizards. With unit members voting

	in different States, voter support must remain an ongoing task.
<b>News Releases</b>	Sign up for the FVAP listserv to receive election news. You can sign up by emailing <a href="mailto:vote@fvap.gov">vote@fvap.gov</a> or by visiting <a href="http://www.fvap.gov">www.fvap.gov</a> .

*VAOs should consult their service guidance for additional information on service-specific voting activities.*

Key FVAP Resources for VAOs		
<b>Website</b>	FVAP.gov	Up-to-date <i>Voting Assistance Guide</i> and FPCA and FWAB online assistants
<b>Email</b>	vote@fvap.gov	Email FVAP with voting assistance questions
<b>Telephone</b>	1-800-438-VOTE (8683)	Call FVAP with voting assistance questions
<b>Facebook</b>	Facebook.com/DoDFVAP	FVAP and UOCAVA updates
<b>Twitter</b>	Twitter.com/FVAP	FVAP and UOCAVA updates

Service Voting Action Officer Contact Information		
<b>Air Force</b>	Mr. William A. D'Avanzo	tel: (210) 565-2591, DSN: 665-2591, Option 5 fax: (210) 565-2543, DSN fax: 665-2543 email: <a href="mailto:dpsoof.votingfund@randolph.af.mil">dpsoof.votingfund@randolph.af.mil</a>
<b>Army</b>	Mrs. Rachel Gilman	tel: (502)613-8475, DSN 312-983-8475 email: <a href="mailto:voting.questions@conus.army.mil">voting.questions@conus.army.mil</a>
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